DIGITAL COLLECTION STEWARDSHIP (1 POSITION)
Amistad Research Center – New Orleans, Louisiana

The Amistad Research Center (ARC) is committed to collecting, preserving, and providing open access to original materials that reference the social and cultural importance of America's ethnic and racial history, the African Diaspora, human relations, and civil rights. Proper documentation of ARC’s holdings is fundamental to this mission. As digital stewardship continues to change the nature of archives and libraries in the 21st century, work must be done to protect born-digital and digitized materials from format obsolescence. The Robert F. Smith intern will assist ARC staff in the process of reinforcing ARC’s digital infrastructure to provide better access to the collections, both internally and for our global researchers. The project will update ARCs extensive collection metadata, and work to digitize, describe and present additional materials from the collections.

Position Description:
The intern will work with the Digital Archivist on a project that will focus on digitization, metadata creation, and increasing digital access with Amistad’s collections management system, The Museum System (TMS), and creating content on the Louisiana Digital Library. The intern will gain knowledge of handling and digitizing an archival collection from Amistad’s holdings, working with The Black Panther newspaper collection from the late 1960s-1970s, and the Rex Madsen and Jimmie Daniels collection of nightclub photographs from the 1930s-1960s. Research into these collections will aid in the creation of well-constructed descriptive metadata that will be used to populate TMS, and provide more efficient and access to ARC’s digital assets.

Sample of Intern Duties:
• Digital scanning of newspaper and photographic materials from Amistad's holdings
• Research, analyze content, and create descriptive metadata from the digitized collection
• Learn and populate Amistad’s collection management system (TMS)
• Create a virtual collection from digitized materials on the public facing Louisiana Digital Library
• Creation of blog and social media posts sharing information about the collections and about the intern’s experience at ARC

Learning Outcomes:
• Understand best practices for digitization in cultural heritage collections
• Experience using an Epson flatbed scanner and Photoshop for digitization of archival materials.
• Introduction to the use of content management systems, specific to archival work and accessibility of collections, including TMS Collections and ArchivesSpaces
• Learn how to create digital content for a public digital library using Islandora.
• Learn policies and procedures for handling and long-term preservation of archival collections.
• Understand how digitization and curation impact multiple aspects of the operations of a small to midsized cultural heritage institution
• Understand how copyright and intellectual rights determine access to cultural heritage collections
Prerequisites:
- Demonstrated interest in African American history and culture
- Interest in community-facing archives, libraries, and museums
- Strong communication and interpersonal skills
- Able work independently and as part of a team
- Interest in exploring and developing technological skills
- Detail-oriented with strong analytical skills

Work Environment: With a small staff, the work environment at the Amistad Research Center fosters collaboration among staff while also valuing independence and goal-oriented task assignment and completion. Important to this position is the ability to communicate well with staff and supervisors, ask questions as needed, the ability to work independently toward stated deadlines, respect of sensitive materials, and an empathy toward the people, places, and events depicted in Amistad’s collections.

Tentative Schedule: Flexible

COVID-19 Vaccine Requirements: Per policies of Amistad Research Center and our host institution, Tulane University, all staff are required to provide proof of vaccination for COVID-19 or complete an exemption form. All staff, including interns, are required to take part in Tulane University’s surveillance testing regardless of vaccine status. While Tulane University has become a mask-optional campus, at this time, Amistad still requires masks while in the Center.

Eligibility: Must be a United States citizen

Safety: June-November is hurricane season in New Orleans. In the event of a voluntary or mandatory evacuation, NMAAHC will coordinate a flight or other transportation to the intern’s home base if necessary.
Robert Frederick Smith  
Summer 2023 Internships  
Offsite at Apollo Theater Archives

ARCHIVES (1 POSITION)  
Apollo Theater – New York, New York

The Apollo Theater Archives documents the history, cultural impact, and ongoing activities of Harlem’s legendary Apollo Theater through a unique collection of photographs, oral histories, audiovisual content, institutional documents, promotional materials, and other memorabilia.

Position Description:
Established in 2009, the Apollo Theater Archives continues to inventory and catalog both new acquisitions and existing unprocessed materials, rehouse and preserve items, digitize key objects, and investigate how these materials can be put to use in service of the Apollo Theater Foundation’s mission. The selected intern will have the rare experience of contributing to an archive during its formative stages. She or he will work closely with the Apollo’s staff archivist to preserve, describe, and provide access to artifacts new and old, uncovering previously undocumentated items and helping to lay the foundation of an archive that will one day serve scholars, researchers, and enthusiasts both in-person and via web portal.

For the Summer of 2023, internship responsibilities will focus on two key areas:
- Helping to catalog, describe, and arrange materials resulting from the digitization of the Frank Schiffman Apollo Theater Collection at the National Museum of American History – a key collection whose ingest into the Apollo Digital Archives represents a substantial addition to the theater’s archival holdings.
- Cataloging and describing newly digitized videotapes from Apollo Theater Amateur Night programs from the late 1980s through the early 2000s.

The Apollo Archives are quickly evolving. This list of internship duties is provided as a sample of likely responsibilities but may change by Summer 2023.

Sample of Intern Duties:
• Describe and catalog digital and physical artifacts
• Arrange collections
• Help generate and manage data objects and collection metadata
• Help Foundation employees identify, locate, and retrieve archival materials
• Research, refine, and contribute information to the Apollo’s database of past theater events
• Refine data in Collective Access, our collection management system
• Digitize photographic and documentary materials as needed
  o Photograph oversize objects
  o Generate high-resolution scans of paper files
• Help answer research questions from scholars, journalists, performers, and others
• Identify archival materials that can be utilized to enrich tours, presentations, events, and other public programs

**Learning Outcomes:**

• Increased knowledge of archive fundamentals including arrangement, appraisal, description, preservation, and reference

• Gain an understanding of how archives are utilized by performing arts institutions

• Develop technical and interpersonal skills essential to a career in archives
  – Collection management (arranging, numbering, appraisal, accessioning and deaccessioning)
  – Data management (creating and refining data, mostly in spreadsheet formats)
  – Curation and reference (answering internal and external requests for information and materials)
  – Digitization (document and photo scanning, video transfer)

**Prerequisites:**

• Demonstrated interest in African American history and culture

• Basic research skills

• Familiarity with spreadsheets, word processing, and databases

• Preference for candidates with experience with basic digital media concepts (audio, video, and photographic file types) and some experience in basic video editing (iMovie)

**Work Environment:** The Apollo Theater Archives are a new department but have already developed into a fast-paced environment, fielding requests from both within the organization and outside parties. The archives frequently collaborate with the Apollo’s education, programming, and marketing departments, requiring quick thinking, flexibility, and a willingness to experiment with unfamiliar ideas.

The ideal candidate would be able to work independently, think collaboratively, and contribute to solving the problems of an organization just beginning to formalize its archival practices. Employees of the Apollo Theater Foundation are passionate about culture – music, theater, and comedy in particular – and the Harlem community surrounding the theater. The selected intern will have the opportunity to attend Apollo events, and are encouraged to do so.

**Tentative Schedule:** Start date no later than June 5

**COVID-19 Vaccine Requirements:** The Apollo is a 100% vaccinated institution. All onsite personnel, including interns, must be fully vaccinated.

**Eligibility:** Must be a United States citizen
INCREASING ACCESS TO THE VOTER EDUCATION PROJECT ORGANIZATIONAL RECORDS THROUGH DIGITIZATION (1 POSITION)

Atlanta University Center Robert W. Woodruff Library – Atlanta, Georgia

The Atlanta University Center Robert W. Woodruff Library provides information management, instruction, and access to a variety of global information resources acquired and organized in support of teaching and learning, scholarship, and cultural preservation of the Atlanta University Center (AUC). The Library partners with member academic institutions of the AUC: Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.

Position Description:
Work with the Digital Services Department and Archives Research Center to prepare materials to be digitized from the Voter Education Project (VEP) Organizational Records collection, housed within the Atlanta University Center Robert W. Woodruff Library's Archives Research Center. The VEP Organizational Records document activities between 1962 and 1992. Founded in 1962 under the Southern Regional Council (SRC), VEP became an independent organization in 1971 under the leadership of John Lewis as its first executive director. VEP was enacted to help "seek out the causes and remedies for low political participation by Southern Blacks," and to distribute funds to various non-partisan Civil Rights organizations in an effort to support voter education drives and activities.

Specifically, the intern will select materials from 15 linear feet of VEP publications and printed ephemera (flyers, newsletters, etc.) promoting voter education work throughout the South. Once selected, the intern will be trained on digitization, description, and preparation of documents to increase public accessibility and research through the Library's digital repository - RADAR (http://radar.auctr.edu). Digitization of the VEP Organizational Records will help provide context for many of the laws surrounding voting rights, while also showcasing primary resources documenting the work of previous generations for democracy. Although the intern will be supervised by the Digital Initiatives Librarian, they will have the opportunity to collaborate with and learn from the expertise of other Digital Services Department members as well as staff from the Archives Research Center. The intern will receive in-depth training and access to procedures and documentation and will be encouraged to ask questions whenever uncertain about a task or responsibility. The intern will be invited to departmental meetings, events, and training programs.

Sample of Intern Duties:
- In partnership with Archives staff, select items from the VEP collection for digitization – estimated total of 200 digital objects
- Prepare materials for digitization
- Implement basic preservation measures
- Digitize selected items, including capturing source images and using image editing software, such as SilverFast, Adobe Photoshop, and FastStone for cropping, editing, and corrections for access images
- Create object-level descriptive metadata for online access
- Input images and metadata into the Library’s institutional Islandora repository for access
Learning Outcomes:

- Cohesive digital collection consisting of approximately 200 items including photographs, flyers, pamphlets, and advertisements selected from the Voter Education Project collection
- Experience handling rare and unique archival materials
- Experience with a variety of scanning hardware and software including an Epson Expression flatbed scanner, a Bookeye VIA planetary scanner; as well as Adobe Photoshop, SilverFast, and FreeFlow software applications
- Working knowledge of the Federal Agencies Digital Guidelines Initiative (FADGI) standards for digital conversion, Library procedures for file naming and file management
- Working knowledge of Dublin Core and Metadata Object Description Schema (MODS) standards for metadata
- Understanding how to work with standard archival description formats and tools to identify and research collections
- Increased analytical, writing, research, and digital curation skills
- Improved communication, collaboration, and other professional skills
- Technological evaluation skills, including testing workflows and systems
- Project management skills, including setting and meeting goals
- Learn how to consult and understand collection assessment reports, website analytics, and other common custodial documentation
- Expertise in identifying and selecting good candidates for digitization
- Understanding of digitizing workflow and best practices
- Understanding metadata standards and best practices
- Increased experience in writing effectively for a public audience
- Technical expertise with the Islandora interface and knowledge of best practices and principles for online content display and management

Prerequisites:

- Demonstrated interest in African American history and culture
- Demonstrated ability to organize
- Strong attention to detail
- Ability to follow detailed documented workflows
- Experience with standard office software such as Microsoft Office
- Experience working independently and within teams
- Basic familiarity with image editing software such as Adobe Photoshop preferred

Work Environment: The primary workspace will be in the Library’s Digital Lab, a shared space with other Digital Services staff members, that includes high end scanning equipment as well as individual workstations. The intern will be able to thrive while working both independently and in a team-based collaborative environment. The selected intern will be comfortable with asking questions and problem solving by thinking systemically about how their work fits into the larger information ecosystem. They will be adaptable and flexible as workflows change during the course of the internship.

Tentative Schedule: May 29 – August 18; Monday-Friday, 9am – 5pm

COVID-19 Vaccine Requirements: Selected intern will be required to be fully vaccinated. Weekly PCR tests will be provided and are required.

Eligibility: Must be authorized to work in the United States
DIGITAL CURATION (1 POSITION)
Chicago History Museum – Chicago, Illinois

Chicago History Museum’s mission – to share Chicago’s stories, serving as a hub of scholarship and learning, inspiration, and civic engagement—is the foundation of the Museum’s programs and events, exhibitions, educational initiatives, publications, and collecting activities that touch the lives of all Chicagoans and help them make meaningful and personal connections to history.

Position Description:
This internship offers the opportunity to continue improving access to and visibility of an important set of North American enslaved people papers that have largely not been digitized, shared, or even digitally described until quite recently. The intern will assess previously digitized material (the bulk of enslaved people-related collections); select items from larger collections for digitization and shadow this digitization workflow; learn how to research genealogical context; add historical context to existing collection descriptions; add selected items to CONTENTdm to test public access and text transcription; submit batches to collaborative external databases (for example, enslaved.org) to contribute the digitized collection items for increased discoverability; assist with launching publicly accessible batch via CHM’s platforms, and assist with promotion and discovery of these materials by writing a blog post and/or creating a curated digital exhibit showcasing their work.

The intern will work as an integral part of the archives team not just to enhance and publicize the collection, but also to learn about and be involved in how collections are acquired, processed, and documented by the Museum. In addition to archives staff, the intern will collaborate with other departments to evaluate, enhance, provide access to, and publicize the collection. Through the processing and digital curation aspects of this project, they will develop their evaluation and appraisal skills and judgment and contribute to the Museum’s larger goal of telling Chicago’s stories through diverse and inclusive collections.

Sample of Intern Duties:
- Survey enslaved people’s documents that are already digitized (CHM has previously digitized the known documents prior to the start of the internship)
- Curate batch of items to add to a specific institutional CONTENTdm collection
- Attend training and continue to enhance institutional procedures for genealogical and historical context research
- Add enhanced historical information to existing collection metadata
- Execute transcription workflow for selected batch
- Write blog post
- Create and complete either a Google Arts and Culture, CONTENTdm, or the Digital Chicago site based on the enslaved people documents and related collections
- Prepare submission of documents to additional public research databases
- Work collaboratively with CHM staff to launch public batch of digitized and transcribed documents
Learning Outcomes:

- Understand how to work with standard archival description formats and tools to identify and research collections
- Increased analytical, writing, research, and digital curation skills
- Improved communication, collaboration, and other professional skills
- Technological evaluation skills, including testing workflows and systems
- Project management skills, including setting and meeting goals
- Know how to consult and understand MARC records, collection assessment reports, and other common custodial documentation
- Expertise in identifying and selecting good candidates for digitization
- Understanding of digitizing workflow and best practices
- Understand metadata standards and best practices
- Know how to write effectively for a public audience
- Technical expertise with the CONTENTdm interface and knowledge of best practices and principles for online content display and management
- Technical expertise with the Google interface and knowledge of best practices and principles for online exhibits through tasks that comprise the creation of the Google suite

Prerequisites:

- Demonstrated interest in African American history and culture
- Prior experience in digitization is not required

Work Environment: The Chicago History Museum is a highly collaborative organization and encourages staff and interns to contribute to and promote a positive culture by demonstrating the following values in their interactions with others and through the products developed and services delivered: discovery, creativity, empathy, authenticity, integrity, service, and collaboration. Successful candidates will be communicative, engaged, embrace uncertainty, be willing to ask questions, and have an aptitude for exploring and developing with their technological skills.

Tentative Schedule: Anticipated start date late May to early June 2023

COVID-19 Vaccine Requirements: Interns who will be regularly onsite need to be fully vaccinated prior to their start date. Individuals can seek an exemption from this requirement for medical or religious reasons.

Eligibility: Must be a United States citizen. Applicants must agree to submit to a background screening.
BLACK ORAL HISTORY COLLECTIONS (2 POSITIONS)
Fisk University John Hope and Aurelia E. Franklin Library – Nashville, Tennessee

Franklin Library’s mission is to use both traditional and innovative methods to provide a wide range of information and materials consistent with continuing and anticipated instruction and research in the natural and social sciences, business, and the humanities for Fisk University’s diverse community of students, faculty, alumni, researchers, and scholars.

Position Description:
The Fisk Forever Oral History project at the John Hope and Aurelia E. Franklin Library is designed to improve visibility and promote access to oral history interviews in Special Collections and Archives. The Black Oral History collection, which began in 1971 by Special Collections Librarian Ann Allen Shockley, is a collection that combines past and new interviews of African and African American people to preserve the legacies, histories, and experiences of the subjects. To re-vamp the Black Oral History collection, the Franklin Library has partnered with the General Alumni Association of Fisk University, Inc. (GAAFU) to conduct new oral history interviews of Fisk graduates of the 60s. The project aims to capture the lived experiences of those who attended Fisk during a pivotal time in this Country’s history. The class members experienced segregation firsthand, witnessed and even participated in Nashville’s sit-in movement, and accomplished important firsts in their lives, opening doors for other generations.

Join a team of Fisk Alumni, librarians, archivists, and historians. The selected intern will assist with virtual interviews as part of a team. As an effective method for capturing and teaching history, interns will be trained to conduct oral history interviews ethically with training led by a noted oral historian and the Special Collections Librarian. The project will follow the guidelines in “Principles and Best Practices for Oral History” (OHA) to ensure an ethical, authentic experience for the interviewers and interviewees. As interviews are conducted, the intern will work with the historian on biographies, transcription, and curation for the project’s Omeka site. The completed site will feature Special Collections and Archives materials, interviews, interviewee bios, and other background information.

Sample of Intern Duties:
- Participate in collecting the oral histories of members of the Fisk University Alumni
- Scanning selected documents and images, data entry into spreadsheets, writing and editing, and other related duties
- Utilize Epson Expression 12000XL Graphics Arts Scanner, Epson Workforce ES-50 Portable scanner for PC and Mac, and Epson scan software as well as Adobe Photoshop for on and offsite work
- Schedule and set up interviews via Zoom.us (virtual meeting space) and Zencastr.com (audio site)
- Research background information on Fisk University during the 1960s in Special Collections and Archives
- Learn photography and camera operation techniques using the Nikon D3300 Digital Camera
- Develop sample oral history interview questions and learning unique, inclusive interviewing techniques
• Collect Dublin Core Metadata (Name, Hometown, Age, etc.) for each interview entry into the Oral History Omeka site
• Write interview summaries, abstracts, and bios for the project’s Omeka site
• Attend training sessions and project team meetings

Learning Outcomes:
• Working on functional and operational knowledge of an archival oral history project
• Experience in data entry, data analysis, archival research, social media management, and digital humanities work
• Ability to identify values, interests, and skills to determine potential career goals
• Identify the ethical standards for the management and use of African American oral history collections
• Increased knowledge of African American collections and their needs
• Increased understanding of Digital Collections and Digital Humanities project planning
• Identify, describe, and apply emerging library and digital project technologies
• Understanding social, ethical, and legal issues surrounding oral history collections

Prerequisites:
• Demonstrated interest in African American history and culture
• Ability to learn about Special Collections discovery tools and resources through training and self-paced learning
• Ability to work independently and produce high-quality, thorough, and accurate work
• Ability to follow detailed written instructions
• Strong organizational, analytical, and problem-solving skills as well as demonstrated initiative and adaptability
• Working knowledge of office productivity suites, such as Microsoft Office and Google Drive
• Effective written and oral communication skills

Work Environment: Fisk University Library has a positive, diverse, upbeat, and collaborative working environment. Normal office conditions have a standard-sized desk and office chair in individual offices. The noise level in the work environment is usually moderate. Working in Special Collections and Archives requires excellent communication, verbal and interpersonal skills, empathy, emotional intelligence, and an ability to handle sensitive information.

Tentative Schedule: Start date of May 22, 2023; Monday-Thursday, 8 am – 5 pm

COVID-19 Vaccine Requirements: Fisk University has adopted a policy of community-wide vaccination requiring all faculty, staff, and students to be fully vaccinated. Anyone living in the dormitories on campus must be fully vaccinated. Fisk University will require all faculty, staff, students, and visitors to wear an appropriate face covering inside campus facilities/buildings. Face covering use will be in addition to and is not a substitute for social distancing.

Eligibility: Must be authorized to work in the United States

Housing: Campus housing is available, paid for by the intern using the stipend
The Museum of the Grand Prairie, an organization within the Champaign County Forest Preserve District, is located approximately 11 miles northwest of Champaign-Urbana, home of the University of Illinois. The museum is a rural institution with a mission to collect, preserve and interpret the cultural and natural history of Champaign County and East Central Illinois for all generations.

Position Description:
The Museum of the Grand Prairie (MGP) is home to the Doris K. Wylie Hoskins Archive for Cultural Diversity. The archive contains a large body of materials concentrating on the African American experience in Champaign County and East Central Illinois. The archival materials extend from 1861 to the present with the majority ranging from 1930 to 2000. The collection consists of many different types of materials, including scrapbooks, photographs, newspaper clippings, pamphlets, handwritten notes, published and unpublished works, and oral history recordings.

The intern will contribute to preserving essential history by cataloging, indexing, excerpting, and promoting not less than 30 previously digitized oral history interviews. These interviews represent the miscellaneous oral history component of the Hoskins Archive, an underutilized and largely inaccessible resource in preserving and sharing the legacy of the local African American community. This work also provides the intern with experience processing older collections and sharing those collections with the community.

Primary Intern Duties:
- Process and catalog not less than 30 oral history interviews born on various media with all surrogate CD and digitized copies
- Implement standard museum industry software and established museum procedures for collections processing, cataloging, and data entry
- Index oral histories using project specific criteria and established collections procedures.
- Create indexed log of subjects found in each interview
- Develop museum social media content and public programming to promote the oral history collection
- Develop a summary of the internship project, key takeaways, and the general intern experience to present in a public program and/or online exhibit

Learning Outcomes:
- Experience and understand the importance of proper data management and preservation of oral history interviews after collection
- Appreciate the amount of work and attention to detail required to effectively manage oral history interviews
• Grasp the importance of interview content accessibility, and strategies to facilitate access, including indexing and digitization
• Build an understanding of how to address an oral history collection as found in a less than ideal state
• Appreciate the importance of actively sharing the process and product of oral history work with the public through social media, exhibition, and programming
• Contribute to day-to-day operations of an AAM accredited museum

Prerequisites:
• Interest in African American history and culture
• Ability to learn new technical and digital skills
• Valid U.S. driver’s license

Transportation:
• MGP is in a rural location outside Champaign-Urbana, IL and is not accessible by public transportation
• Additional funding may be available to offset rental car expenses if needed
• Neither NMAAHC nor MGP can arrange or fund personal travel expenses directly

Work Environment: The successful intern will learn to work and effectively communicate in the museum environment. The successful intern will possess above average communication skills, enabling them to comfortably and professionally interact with staff, volunteers, and the public both in passing and during programming. The successful intern will possess excellent teamwork abilities; empathy towards others will minimize friction in often small, busy workspace. The intern will experience a personable work environment that recognizes their humanity and respects their needs.

Physical Demands: This internship requires the regular use of a computer, telephone, and other office equipment. This internship also requires that the intern be able to speak and hear in order to effectively communicate with various internal and external constituents. The visual acuity to review, prepare, and analyze information is required. While performing the duties of this internship, the intern must be able to remain in a stationary position for prolonged periods of time; the intern may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items and may occasionally lift and transport up to 20 lbs. The physical demands described in this section are representative of those an employee must meet to successfully perform the essential duties of this internship. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential duties.

Tentative Schedule: Anticipated start date of May 15, 2023; Monday-Friday 8:30am – 5pm

COVID-19 Vaccine Requirements: Vaccination for Covid-19 is strongly recommended, but not required

Eligibility: Must be authorized to work in the United States

EEO Statement: The Champaign County Forest Preserve District is an Equal Opportunity Employer and as such does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit factor.
DIGITAL HISTORY (2 POSITIONS)
Nabb Research Center for Delmarva History and Culture – Salisbury, Maryland

The mission of the Nabb Research Center is to cultivate and sustain the advancement of scholarly research through collecting, preserving, disseminating, and providing access to records and artifacts which illustrate the rich historical and cultural heritage of the greater Chesapeake (Delmarva) region.

Founded in 1982, the Edward H. Nabb Research Center for Delmarva History and Culture, located on the campus of Salisbury University in Salisbury, Maryland, is a repository for historical documents and artifacts from the Delmarva Peninsula, which encompasses the Eastern Shore counties of Maryland and Virginia and the southern counties of Delaware. The Nabb Center’s collections consist of over 2,500 archival collections, 39,000 microform and books, and 8,000 artifacts that cover a wide variety of topics representing the area’s complex history and revealing the great diversity of past human experience. The Nabb Center is an integrated division of Salisbury University Libraries.

Position Description:
Enduring Connections: Exploring Delmarva’s Black History is a long-term digital humanities project at the Nabb Research Center. The project website features a searchable database for finding meaningful connections within digitized and transcribed sources, such as censuses, certificates of freedom, church records, newspapers, ledgers, and oral histories that illuminate the history of Black communities in the nineteenth and twentieth centuries across the Delmarva Peninsula. These sources help reveal important elements of Black life on Delmarva including family relationships, community connections, the end of slavery, attempts to re-unite family members, work, and connection to the land and water. The website will also feature an online exhibit component. This project aims to bridge long-existing gaps in archival and genealogical collections representing Black history and culture. Enduring Connections currently includes 120,000 transcribed entries from over 80 sources.

The Digital History Interns will play an integral role in the continuing development of Enduring Connections. For this experience, each Digital Project Intern will work with a specific collection or record group, stewarding it through each stage from digitization to curation. The intern will digitize a collection, transcribe manuscript content, enter data in the database, and manage digitized content, culminating in an experience that synthesizes many aspects of the interns’ contributions to Enduring Connections. Using the assigned collection and other database sources, the interns will curate a brief narrative about an individual, family, or theme to be published on the digital exhibit feature of the website to demonstrate the research value of the Enduring Connections project.
Sample of Intern Duties:
- Digitize original or microfilm records from selected collection using BookEye overhead book scanner, ScanPro electronic microfilm scanner, or Epson flatbed scanner
- Transcribe manuscript content from digitized collection into Microsoft Excel
- Enter extracted information into the Enduring Connections database, which is an open source, web-based database software created in-house by librarians using PHP programming language on a server running Apache software
- Incorporate digitized content into database by attaching images to corresponding records in the database
- Conduct research and curate a narrative about an individual, family, or theme to publish in the “Stories” digital exhibit feature of the website

Learning Outcomes:
- Acquire project management skills within a collaborative digital humanities environment
- Working knowledge of digital imaging and content management skills and best practices
- Knowledge of implementing an online discovery tool for digital history (Enduring Connections database)
- Experience integrating digital assets into an open source, web-based database software created in-house by librarians using PHP programming language on a server running Apache software
- Comprehend fundamentals and purpose of transcribing manuscript content for improved online discoverability and usability
- Enhanced curatorial skills including identifying engaging themes, conducting historical research, and conveying stories through writing and image
- Experience and training on digitization with equipment including overhead book scanner, microfilm scanner, and flatbed scanner

Prerequisites:
- Demonstrated interest in African American history and culture
- Interest in pursuing a career in public history, preservation, or a related field
- Some experience with digital humanities projects is a plus

Work Environment: The Nabb Research Center is team-oriented and succeeds as a small staff through constant collaboration. Staff members value independence with appropriate supervision and applicants who are communicative, diligent, and reliable are sought.

Tentative Schedule: Start date Late-May or early-June; Monday-Friday 8:30am – 4:30pm

COVID-19 Vaccine Requirements: The University System of Maryland (USM) requires all Salisbury University students and employees to be fully vaccinated against COVID-19. Those who are not vaccinated are required to receive an SU-issued medical or religious exemption from the requirement as a condition for on-campus attendance and employment. This includes those who have previously been diagnosed with COVID-19.

Eligibility: Must be authorized to work in the United States

Housing: Optional on-campus housing will be offered
Robert Frederick Smith
Summer 2023 Internships
Offsite at Tuskegee University Archives

ARCHIVES (1 POSITION)
Tuskegee University – Tuskegee, Alabama

Tuskegee University archives holds over 250,000 plus images and negatives, 750 plus reel-to-reel audio tapes and thousands of other media and is actively working to digitize its collections. Recently, Tuskegee University found over 1,000 negatives that were previously used in the university’s student newspaper. These images were assumed lost, but now the negatives provide researchers the opportunity to restore the images for research use today. Images range in date from the 1920s through the 1960s and topics include the depression, the Tuskegee Airmen, and the Civil Rights Movement – events that Tuskegee University students participated in.

Position Description:
Enhance your marketability by becoming proficient with a variety of equipment such as large-sized scanners and commercial reel-to-reel players and converters, while working with the latest software such as Photoshop Pro, Final Cut Pro, and Movie Maker. The selected intern will have the opportunity to interact with other institutions such as the Field Museum, the BBC, and a variety of universities and news outlets in collaborative projects that will highlight your skills in disseminating Tuskegee’s important collections to the nation and the world.

Sample of Intern Duties:
- Preserve image negatives in a digital format for long-term storage and preservation
- Catalog items and prepare them for public access
- Write descriptions of preserved records for future use by researchers
- Create digital copies of negatives in both Jpeg and Tiff formats
- Develop metadata using Dublin Core
- Upload final products to internal website and SharedShelf Commons

Learning Outcomes:
- Be prepared for specialized work in a library, archive, or museum
- Understand the subtleties of photographic manipulation as used by photographers
- Greater understanding of matters of importance to former Tuskegee University students
- Experience with Epson Scan and Photoshop
- Familiarity with best practices for archives and digitization
Prerequisites:
- Demonstrated interest in African American history and culture
- Proficient in Microsoft Word
- Basic computer skills

Work Environment: This position requires an applicant that is driven, curious, and passionate about history, particularly regarding historically black colleges and universities. The Tuskegee University Archives is a medium-sized archive with two full time staff, two regular volunteers and many student workers. We are easy-going with an emphasis on the success of our interns and students. We are interested in continuing to position the archives as one of the preeminent archives in the South and the nation by providing easy access to our digital materials.

Tentative Schedule: June 6 – August 26, 2023

Eligibility: Must be authorized to work in the United States
DIGITAL EDUCATION (1 POSITION)
Whitney Plantation – Edgard, Louisiana

Whitney Plantation educates the public about the history and legacies of slavery in the United States.

Position Description:
As part of the Education Department’s ongoing development of distance learning opportunities for learners of all ages, the 360 Tour Gamification Project will focus on developing virtual materials to enhance Whitney Plantation’s self-guided virtual tour. Specifically, opportunities with this program focus on work related to digital humanities: digital imaging, media preservation, digital preservation of personal and community objects, digital content management, collections information management, recording and preserving oral histories, or digital content creation including filmmaking, sound engineering, etc.

Sample of Intern Duties:
- Create games and quizzes related to the Whitney Plantation’s research, tour scripts, and audio tour.
- Create virtual scavenger hunts/escape games related to information learned throughout site tours.
- Implement games and quizzes within the Whitney’s 360 Virtual Tour.
- Create these games/quizzes and scavenger hunt/escape games for differing age levels: 3-5 grade, 6-8 grade, and high school.
- Write instruction manuals for each virtual gamification tour for teachers, including teacher standards.
- Edit and test content within the 360 Tour
- Present 360 Tour to New Orleans teachers and digital humanities students
- Use personal interests related to slavery and/or education to implement into 360 tours, including film, oral histories, interpretation of artifacts, etc.
- Train to use Genially, CloudPano, Topia, Google Classroom, and other software use by public historians and teachers for classroom and general online learning opportunities.

Learning Outcomes:
- Know how to translate complex historical topics into various age-appropriate learning tools, including online and virtual engagement.
- Know how to operate digital tour and game creation tools, including Genially, Topia, CloudPano, Google Classroom, etc.
- Understand the History of Slavery at a Louisiana Sugar Plantation and its legacies and impact.
- Relate historical content to present day social and racial justice issues.
- Know how to create useful learning materials for primarily classroom audiences.
• Understand how to manage projects, meet due dates and expectations, and communicate needs in a business setting.
• A digital portfolio including each digital element created at the Whitney Plantation

Prerequisites:
• Demonstrated interest in African American history and culture
• Valid U.S. driver’s license

Transportation:
• Whitney Plantation is located about an hour outside New Orleans, LA and not accessible by public transportation.
• Additional funding may be available to offset rental car expenses if needed
• Neither NMAAHCh nor Whitney Plantation can arrange or fund personal travel expenses directly

Work Environment: Whitney Plantation is located in Edgard, Louisiana. The museum grounds are approximately 50 acres and tours are conducted predominately outside, in all weather conditions. Interpreters conduct tours in all weather conditions, on gravel pathways, in and around historic 18th and 19th century structures. Interns should expect to wear climate-appropriate shoes and work clothing while onsite and working with visitors.

The Education Department is a small, but mighty team that is passionate about sharing the history of slavery in the US with students and teachers. Interns will expected to be in a collaborative environment that is fast-paced but deliberate in crafting programming and experiences that are appropriate for the material and the audience. Interns can also anticipate assisting with Education tours for school age group under the direction of Education staff.

Tentative Schedule:
Starting Between May 22 and June 2, 2023: Monday through Friday 10 am to 3:30 pm
Office Holidays include August 23 recognizing International Day for the Remembrance of Slavery
Occasional weekend days for program support may be required.

COVID-19 Vaccine Requirements:
COVID-19 Vaccine is strongly encouraged but not required.

Eligibility:
Applicants must be authorized to work in the United States. Whitney Plantation is unable to sponsor visas for international applicants.

Success:
Successful interns will be outspoken communicators who like to explore new possibilities for learning outside of traditional boxes while practicing brave inquiry and sharing their passions. Important skills include active listening, easygoingness, willingness to experiment with new ideas or ways of doing things, independently driven, able to find things that inspire across topics/abilities and help translate that into something relevant and useful for their current work.
Robert Frederick Smith
Summer 2023 Internships
Offsite at Whitney Plantation

EDUCATION PODCAST (1 POSITION)
Whitney Plantation – Edgard, Louisiana

Whitney Plantation educates the public about the history and legacies of slavery in the United States.

Position Description:
In 2021, Whitney Plantation launched Tilling the Soil, a multi-episode podcast detailing the unique position of Whitney Plantation Museum, an 18th-Century sugar plantation dedicated to sharing the history of slavery in the United States from the perspective of enslaved people. Since its launch in July 2022, Tilling the Soil has amassed over 2,300 unique listeners from over 30 different countries, as well as garnered massive attention from museum and public history circles, as well as Whitney’s many visitors and supporters, and the general public. In this new internship position, the Podcast intern will work with Director of Education Amber Mitchell on the planning and development of season 2 of the Tilling the Soil podcast, including serving in an assistant producer role.

The intern will serve a critical role in the continued development of Whitney Plantation’s distance learning materials, which includes the Tilling the Soil podcast, a 360 tour, audio tour, teacher curriculum materials, and guided virtual engagement – all currently in process. Tilling the Soil allows Whitney Plantation staff to expand on the histories told onsite and encourage critical thought on the process of doing history for and within the public eye.

Sample of Intern Duties:
- Work with Director of Education and other Whitney staff on scoping of episodes for season two, themes, possible guests, and discussion questions
- Serve as the primary scheduler for guests and recording schedule, reaching out to guests with details, answering questions
- Act as assistant producer, assisting with episode and marketing strategy, contacting potential guests, creating recording schedule, timelines, and developing scripts and/or discussion questions
- Assist in developing the marketing materials and plan for distribution in collaboration with the Director of Education and Marketing staff
- Research slavery-related topics for possible episode ideas and topic experts
- Create a work plan for podcast planning and marketing
- Draft discussion questions for episodes
- Prepare a manual for future podcast interns, with ideas for potential topics and content

Learning Outcomes:
- Understand how to translate complex historical topics into a radio-style storytelling format for a general audience
- Learn to perform the administrative aspects of podcast and program management.
- Understand the History of Slavery at a Louisiana Sugar Plantation and its legacies and impact
- Understand how to create marketing plans, approach partners and collaborators for projects
- Understand how to manage projects, meet due dates and expectations, and communicate needs in a business setting
- A portfolio, including reports on completed projects, supervisor feedback, and examples of work products, including experience in using Asana, Slack, Microsoft Office Suite, Captivate, and sound editing software for future career use

Prerequisites:
- Demonstrated interest in African American history and culture
- Valid U.S. driver’s license

Transportation:
- Whitney Plantation is located about an hour outside New Orleans, LA and not accessible by public transportation
- Additional funding may be available to offset rental car expenses if needed
- Neither NMAAHC nor Whitney Plantation can arrange or fund personal travel expenses directly

Work Environment: Whitney Plantation is located in Edgard, Louisiana. The museum grounds are approximately 50 acres and tours are conducted predominately outside, in all weather conditions. Interpreters conduct tours in all weather conditions, on gravel pathways, in and around historic 18th and 19th century structures. Interns should expect to wear climate-appropriate shoes and work clothing while onsite and working with visitors.

The Education Department is a small, but mighty team that is passionate about sharing the history of slavery in the US with students and teachers. Interns will expected to be in a collaborative environment that is fast-paced but deliberate in crafting programming and experiences that are appropriate for the material and the audience. Interns can also anticipate assisting with Education tours for school age group under the direction of Education staff.

Tentative Schedule:
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COVID-19 Vaccine Requirements:
COVID-19 Vaccine is strongly encouraged but not required

Eligibility:
Applicants must be authorized to work in the United States. Whitney Plantation is unable to sponsor visas for international applicants.

Success:
Successful interns will be outspoken communicators who like to explore new possibilities for learning outside of traditional boxes while practicing brave inquiry and sharing their passions. Important skills include active listening, easygoingness, willingness to experiment with new ideas or ways of doing things, independently driven, able to find things that inspire across topics/abilities and help translate that into something relevant and useful for their current work.
Robert Frederick Smith  
Summer 2023 Internships  
Onsite at National Museum of African American History and Culture

DIGITIZATION (2 POSITIONS)  
National Museum of African American History and Culture – Washington, DC

The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 36,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.

Position Description:
Contribute significantly to the creation, management, and distribution of the museum’s digital assets and gain experience in museum copyright, research and writing, and community engagement. The selected intern will have the opportunity to enhance their digital skills, build a professional network, and pursue mentorships within the Smithsonian Institution while gaining skills in myriad fields. At the conclusion of the program, the intern will have completed a variety of projects that will enrich their portfolios, resumes, and understanding of initiatives undertaken at the museum to further the Smithsonian’s Digitization Strategic Plan. The modules breakdown as follows:

- **Cataloging**—Interns will learn basic cataloging procedures, train to use the Museum’s collection information system, TMS (The Museum System), and catalog a selection of objects.
- **Digitization**—Interns will be trained to digitize flat objects using the Phase One Camera System and Canon Camera System. Interns will also be trained to edit raw image files from NMAAHC digitized collections using Adobe Bridge, Adobe Photoshop, and Capture One.
- **Rights and reproductions**—Interns will learn basic copyright law and permissible uses of museum collection images and how images are made available to the public through the Smithsonian’s Open Access Initiative.
- **Outreach**—Interns work with Family History Center staff to plan virtual programs/workshops/lectures that teach audiences how to use databases and digital repositories for genealogical and historical research.
- **Research and writing**—Interns will research and write a 1,000–1,500 word Collection Story on the topic of their choice using objects in the Museum’s collection.

Sample of Intern Duties:
- Train to use TMS (The Museum System) the Museum’s collection information system
- Utilize museum cataloging standards to work on collection records
- Conduct research needed to create and enhance collection records
- Photograph flat objects from home (photographs, documents, etc.)
- Manage digital assets in multiple platforms (create, edit, manage metadata, and quality control of image files)
• Attend team meetings (virtual)
• Research copyright of museum objects
• Write a collection story or blog post
• Plan virtual public programs with museum’s Family History Center staff

Learning Outcomes:
• Working knowledge of how to use TMS (The Museum System) collection information system database
• Experience with collections information research and management
• Experience with industry-wide software such as Adobe Bridge, Adobe Photoshop, and Capture One
• Digital imaging and content management skills
• Digital asset management skills
• Gain an overview of copyright law and permissible uses of museum collection images
• Understand how to integrate digital assets into various computer systems
• Experience planning programs for wide audiences

Prerequisites:
• Interest or background in African American history and cultural studies.
• Prior experience in digitization is not required.

Work Environment: The Digitization Team is a highly collaborative, team-oriented group focused on making images and information about collection objects available for use by Museum staff and external partners. The applicant should have strong oral and written communication skills and be able to work well in a fast-paced environment in both group settings and on their own.

Tentative Schedule: June 5 – August 25, 2023

Eligibility: Must be authorized to work in the United States. NMAAHC can provide visa sponsorship for international applicants. To learn more about the process for requesting sponsorship click here.
TIME BASED MEDIA CONSERVATION (1 POSITION)
National Museum of African American History and Culture – Washington, DC

The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 36,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.

Position Description:
Contribute significantly to the creation, management, and distribution of the museum’s analog digital moving image assets and gain a thorough understanding about the integration of digital assets into various Smithsonian databases. The selected intern will have the opportunity to enhance their digital skills, handling of various types of analog and digital physical items, digitization of moving image assets, build a professional network, and pursue mentorships within the Smithsonian Institution while gaining skills in myriad fields. At the conclusion of the program, the intern will have completed a variety of projects that will enrich their portfolios, resumes, and understanding of initiatives undertaken at the museum to further the Smithsonian’s Digitization Strategic Plan.

Sample of Intern Duties:
- Train to use TMS (The Museum System) collection information system database
- Utilize museum cataloging standards to work on collection records
- Conduct research needed to create and enhance collection records
- Create collection inventories
- Train in object handling
- Inspect and assess analog and digital assets
- Digitize analog and physical assets
- Attend team meetings
- Research copyright of museum objects
- Write a collection story or blog post

Learning Outcomes:
- Working knowledge of how to use TMS (The Museum System) collection information system database
- Experience with collections information research and management
- Direct experience handling objects
- Become familiar with opensource command line tools such as vrecord and RAWCooked
- Become familiar with museum’s digitization suite using Lasergraphics, ScanStation, and a variety of videotape recorders
• Become familiar with Disk Imaging software such as Kryoflux and BitCurator
• Become familiar with the Smithsonian Digital Asset Management System
• Digitization of analog and digital moving image assets
• Digital asset management skills
• Gain an overview of copyright law and permissible use
• Understand how to integrate digital assets into various computer systems

**Prerequisites:**
• Interest or background in African American history and cultural studies
• Prior experience in digitization is not required

**Work Environment:** The Time-Based Media Conservation Team is a highly collaborative, team-oriented group focused on the preservation and digitization of moving image objects to be made available for use by Museum staff and external partners. The applicant should have strong oral and written communication skills and be able to work well in a fast-paced environment in both group settings and on his or her own.

**Tentative Schedule:** June 5 – August 25, 2023

**Eligibility:** Must be authorized to work in the United States. NMAAHC can provide visa sponsorship for international applicants. To learn more about the process for requesting sponsorship click [here](#).